

DRCC Accompaniment Support Worker

Job Title: Accompaniment Support Worker

Reporting to: Accompaniment Services Manager

Working hours: This is a full-time position. 5 days a week (Flexibility required)

The Role

DRCC is recruiting a full-time **Accompaniment Support Worker** to support DRCC's accompaniment service. The accompaniment service offers support, information and accompaniment to victims/survivors of sexual violence. The role of support worker would involve accompanying victims/ survivors in the sexual assault and treatment unit (SATU) in the Rotunda Hospital, when reporting sexual violence to external organisations such as the Gardaí and when attending any trial, court case or hearing. The accompaniment support worker will support the Manager and the Co-ordinator with the delivery of all accompaniment services. Ideally the person would have some experience working in an accompaniment role, and supporting people who have experienced trauma, full DRCC training will be provided.

This is an excellent opportunity to join a growing team at an exciting point in the accompaniment and organisations development where the successful candidate will be making a huge and varied contribution to the work of DRCC.

Responsibilities and Duties

To provide victims of sexual violence with:

- Support, information and accompaniment at the sexual assault and treatment unit (SATU) in the Rotunda Hospital
- Support when reporting sexual violence to any organisation such as the Gardaí
- Support when attending any trial, hearing or court process
- To provide administrative assistance to the Accompaniment Manager and Co-ordinator in relation to the accompaniment services
- To maintain records and online report forms of those who avail of the accompaniment service, with due regard to confidentiality
- To assist the Accompaniment Co-ordinator with any projects or tasks relevant to the accompaniment services
- To assist when required with specialised training for volunteers and staff
- To attend in house training on a regular basis
- To maintain strict confidentiality in relation to those supported and adherence to all laws and regulations
- To update the CRM system in order to inform the policy and advocacy work of the DRCC
- Awareness raising of the DRCC accompaniment services and “Finding Your Way after Sexual Violence” online guide
- Attendance at external supervision is mandatory and is provided by the DRCC on a monthly basis.

- To be flexible with regard to working hours in line with the needs of the service
- To attend team and staff meetings

Essential requirements

- Minimum of 3 years of experience working in a similar area
- Strong communication and interpersonal skills and a passion for supporting people.
- Possess empathy and understanding of the work of DRCC
- Adhere to the Values of DRCC
- Ability to deal professionally with all types of information, including that of a highly sensitive and confidential nature.
- Possess empathy and understanding of the work of DRCC
- Proficiency in Microsoft Word and Microsoft Outlook.
- Experience of operating a CRM system (Dynamics or Salesforce) an advantage
- Excellent written, verbal, and listening communication skills.
- Possess highly effective organizational skills.
- Positive attitude and ability to work well with others.

If you have the requirements we need and a passion for providing high quality administration and a desire to work in a busy organisation, committed to making a difference for those who have been affected by sexual violence, we would love to hear from you!

Please send your application letter and CV to recruitment@rcc.ie insert **Accompaniment Support Worker** in subject line.

Dublin Rape Crisis Centre is an Equal Opportunities Employer. Dublin Rape Crisis Centre welcomes applications from people of diverse backgrounds and abilities.

Salary €32,000 per annum.
Annual Leave 22 days per annum

NOTE

Garda Vetting is a requirement.

All prospective employees are required to declare prior convictions and whether they have been or ever having been the subject of any investigation or inquiry into abuse or other inappropriate behaviour.

The details contained in this job description reflect the content of the job at the date the job description was prepared. It should be remembered, however, over time, the nature of individual jobs may change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

Applicants should be aware DRCC is located in an old Georgian building on Leeson Street with access steps from the street.

It is committed to providing reasonable accommodations for applicants and employees with a disability.

Should you have a reasonable accommodation request, and you wish to discuss please contact Naomi Patton, HR Manager.